



Land Use and Long  
Range Planning  
5800 Shier Rings Road  
Dublin, Ohio 43016-1236  
phone 614.410.4600  
fax 614.410.4747

# Certificate of Zoning Plan Approval (CZPA)

For Accessory Structures, Fences, Patios, Walls, Temp Signs, Model Homes, Outdoor Sales  
For all Commercial Projects

## PLEASE SUBMIT THIS SIGNED APPLICATION WITH:

☐ One (1) copy of a **scaled site plan drawn in ink** indicating all current structures, property lines, setbacks, and easements in addition to all proposed structures and site improvements. All proposed work should be dimensioned and labeled. Additional documentation may be required. Partial or incomplete applications and drawings cannot be processed and will be returned to the applicant (not required for sign renewals) Site Plans come from the surveyor and are enclosed with the closing papers.

☐ **FEE PAYMENT - Non-refundable application fee**

Please Describe the Proposed Work  
(Patio, Fence, Temporary Sign, Etc.)

2015 Fees	
Residence (Includes Model Homes not requiring a Special Permit)	\$70.00
Commercial – For projects not requiring a building permit.	\$145.00
Temporary Sign Fee	\$90.00
Outdoor Display Fee	\$90.00

### OFFICE USE ONLY

#### ZONING INSPECTION REQUIRED UPON COMPLETION?

☐

YES

☐

NO

If yes, please call 614-410-4660 to schedule an inspection.\*Please refer to Planning Department or Planning Website for additional submittal information. **Separate HOA approval may be required.**

Subdivision/Business Name	LOT #
Property Owner	PHONE #
Address Of Subject Property OR PARCEL ID	
Applicant/Authorized Representative	PHONE #
Address Of Applicant/Authorized Representative	Applicant's E-Mail

I, \_\_\_\_\_ (Name of Current Property Owner), the owner and applicant, hereby authorize \_\_\_\_\_ (Representative) to act as my representative and agent in matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the Authorized Representative. **THIS SECTION NOT REQUIRED FOR TEMPORARY SIGNS**

Signature (Property Owner) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Representative) \_\_\_\_\_ Date \_\_\_\_\_

APPLICATION # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ RESUBMISSION ☐ YES ☐ NO

☐ APPROVED ☐ APPROVED AS NOTED ☐ DISAPPROVED AS NOTED (Revise documents as required and resubmit for approval)

This certificate of Zoning Plan Approval is issued for, and in reference to the property and use described above, and as approved by the City Administrator or designee, or the City Council, Board of Zoning Appeals, Planning & Zoning Commission, or the Architectural Review Board as appropriate.

By: \_\_\_\_\_ Date \_\_\_\_\_ Notes: \_\_\_\_\_